



पूर्वोत्तर हस्तशिल्प एवं हथकरघा विकास निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**North Eastern Handicrafts & Handlooms Development Corporation Ltd.**  
(A Govt. of India Enterprise)

इष्ट पइन्ट टावर, ५वीं एवं ६ठीं महला, बामुनीमैदान, गुवाहाटी-७८१ ०२१  
**East Point Tower, 5<sup>th</sup>. & 6<sup>th</sup>. Floor, Bamunimaidam, Guwahati-781021**

दूरभाष / Tele :

Website : [www.nehhdc.com/www.nehhdc.in](http://www.nehhdc.com/www.nehhdc.in)

फैक्स / Fax : 91-361-2655934 / 2659909

E-mail: [nehhdco@yahoo.co.in](mailto:nehhdco@yahoo.co.in)

No.HHDC/CO/P&A/2020-21/12 / 728

Dated the Guwahati 8<sup>th</sup> January'2021

## **RECRUITMENT NOTICE**

**North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC)**, a CPSE working for the development of Artisans and Weavers of the North Eastern Region under Ministry of DoNER invites applications from young, energetic and committed professionals for the below given positions on Contract basis for its Corporate Office at **Guwahati** :

- 1) Name of the Post: Dy. General Manager- Finance.  
No. of post : 1 (One).

Educational Qualification: M. Com/CA/ICWA/MBA (Finance)

Experience: Minimum 7 years experience in relevant field. No. of years of experience is relaxable by 4 yrs for CA qualified candidates.

Age: Max 50 years.

Consolidated Pay: Rs.45,000/- Rs.50,000/- per month. (Negotiable)

- 2) Name of the Post: Asstt. HR Officer.  
No. of post : 1 (One).

Educational Qualification: 2 years MBA/PGDBM (HR).

Experience: Minimum 3 years of experience in HR.

Age: Max 32 years.

Consolidated Pay: Rs.18,000/- per month.

- 3) Name of the Post: HR Assistant.  
No. of post : 2 (Two)

Educational Qualification: Any Graduate.

Experience: Minimum 2 years of experience in HR.

Age: Max 32 years.

Consolidated Pay: Rs.15,000/- per month.

Regd. Office : C/o Purbashree Emporium, Police Bazar, Shillong-793001  
Fax : 91-364-2223513, Ph. : 91-364-2224477  
CIN : U36101ML1977GOI001696

- 4) Name of the Post: IT Assistant.  
No. of post : 1 (One)

Educational Qualification: Any Graduate (BCA, PGDCA).

Experience: Minimum 2 years of relevant experience in IT.

Age: Max 35 years.

Consolidated Pay: Rs.17,000/- per month.

- 5) Name of the Post: Asstt. Sales Officer.  
No. of post : 2 (two)

Educational Qualification: Any Graduate.

Experience: Minimum 2 years of relevant experience in Sales only.

Age: Max 30 years.

Consolidated Pay: Rs.18,000/- per month.

- 6) Name of the Post: Driver  
No. of post : 1 (One)

Educational Qualification: 10<sup>th</sup> Passed.

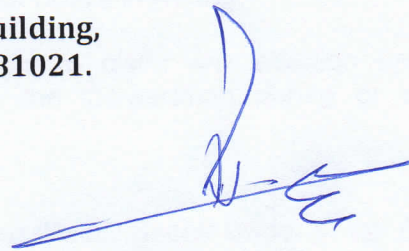
Experience: Minimum 2 years of driving experience with a valid Driving License.

Age: Max 35 years.

Consolidated Pay: Rs.15,000/- per month.

Eligible candidates will apply in the **Standard Application Form** with copies of educational qualification and experience detail etc . A detailed Resume also can be annexed with the Standard Application Form. The application should reach the following address on or before **24<sup>th</sup> January'2021**:

**The Deputy Manager (HR)**  
**North Eastern Handicrafts and Handlooms Development Corporation**  
**Limited.**  
**5<sup>th</sup> and 6<sup>th</sup> Floor, East Point Tower Building,**  
**Bamunimaidan, Guwahati, Assam- 781021.**



**Managing Director**

Note: For any query please contact + 91-6000903412.

## **GENERAL TERMS & CONDITIONS:**

- 1) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement.
- 2) Applications received after due date will not be considered.
- 3) All qualifications must be from UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions (where ever applicable).
- 4) The applicant must be citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01 Jan, 2021.
- 6) The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
- 7) All the applicants should preferably have good computer knowledge and communication skills.
- 8) No. of post may vary as per the requirement of the Corporation.
- 9) The engagement will be initially for a period of 1(One) year. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended.
- 10) The engaged person will be entitled to draw a consolidated monthly remuneration only. During the validity of this contract no other allowance, remuneration, shall be payable to him/her. However, he/she will be entitled to Leaves as per the Corporation rules for contract employees.
- 11) The engaged persons are liable to be transferred to any other location/ branch as and when required by the Corporation.
- 12) During the validity of the contract of engagement, while on duty, engaged person shall observe the punctuality and discipline.
- 13) This contract of engagement is terminable by the Corporation at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
- 14) The engaged person also reserves his/her right of terminating this contract of engagement by giving the Corporation one month's prior notice in writing.
- 15) The engaged person will have no right to claim any addition benefit/compensation/ absorption/regularization of services in the Corporation during or after the period of engagement under any provision.
- 16) Persons working under Central/State Govt./Public Sector Undertaking/ Autonomous bodies should submit "NO OBJECTION CERTIFICATE" at the time of interview, from their present Employer.
- 17) The candidates are advised to give specific, correct, full information. In case it is detected at

any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.

- 18) The Management reserves the right to call suitable/short-listed candidates for interview.
- 19) In case no suitable candidate is found, management may consider for appointment of the candidate by relaxing age / qualification / experience. In such cases Management may also consider appointment at the next lower level or at any suitable position as deemed fit at a suitable remuneration to meet the immediate requirement.
- 20) NEHHDC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 21) Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be called for test/interview. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum prescribed in the advertisement to restrict the number of candidates to be called for test/interview.
- 22) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Guwahati only.
- 23) No TA/ DA will be paid to any candidate for appearing in the interview.
- 24) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 25) Any modifications / amendments in the advertisement will be given on the NEHHDC website only i.e. [www.nehhdc.com](http://www.nehhdc.com) and no separate advertisement will be issued.
- 26) Eligible candidates will apply in the **Standard Application Form** with copies of educational qualification and experience detail etc . A detailed Resume also can be annexed with the Standard Application Form. The application should reach the following address on or before **24<sup>th</sup> January'2021**:  
  
**The Deputy Manager (HR)**  
**North Eastern Handicrafts and Handlooms Development Corporation Limited.**  
**5<sup>th</sup> and 6<sup>th</sup> Floor, East Point Tower Building,**  
**Bamunimaidan, Guwahati, Assam- 781021.**
- 27) All important information regarding this recruitment will be available on the NEHHDC website [www.nehhdc.com](http://www.nehhdc.com) and as such, candidates are advised in their own interest to visit the website periodically to get update.

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